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ER-6-4645

Jan. 5, 1955

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: The Records Center

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1. On the [redacted] of the transfer of the Records Center now located in [redacted], please transfer the operating jurisdiction from the Records Management Division of the Management Staff to the [redacted]. This means the transfer of the personnel involved, as well as all of the budgeted funds.

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2. The Records Management Division of the Management Staff will then be responsible solely for staff supervision. This means to insure by observation physically, and statistically, if desirable, that the technical features of this operation conform to Agency policy and Federal legislation as applicable.

3. It will follow from the above that in the preparation of the annual budget for this operation at [redacted] concurrence must be secured from the Chief, Management Staff in order that policy and technical responsibilities are taken into proper account. Also, the overall responsibility for delivery of file material from [redacted] to a requesting Agency component rests with the Logistics Office until [redacted] is in a position to assume this function.

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/s/ H. G. Lloyd
for L. K. WHITE
Deputy Director
(Administration)

cc: Assistant Director for Personnel
Comptroller
Logistics Office
[redacted]

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